

STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**BOARD FOR ARCHITECTS**  
**MEETING MINUTES**  
*SPECIAL BOARD MEETING*

**DATE:** January 11, 2008

**TIME:** 9:00 am

**LOCATION:** University of Washington  
3949 15<sup>th</sup> Ave NE  
Gould Hall Room 102  
Seattle, WA

**Present:** Chair Benson Nielsen  
Vice Chair J.J. McCament  
Secretary Henry Hardnett  
Member Charles Farrell  
Member Jerry Lee  
Member Blaine Weber

**Absent:** Member Pedro Castro

**Also Present:** Board Executive Joe Vincent, Jr.  
Program Manager Lorin Doyle  
AAG Martha Lantz  
Administrative Assistant Elizabeth Stancil

**OPEN SESSION**

**1. Call to Order 9:23:23 AM**

1.1. Introduction of Visitors

No Visitors

1.2. Introduction of Staff

Sherri Lonsbery joined program staff in October as the new Management Analyst. Ms. Lonsbery will be a great asset to our team as she brings with her several years of experience and expertise.

1.3. Order of Agenda

A closed session was held to deliberate on case number 2007-03-0400-00ARC.

The Board met with students and staff at 12:00 p.m.

1.4. Approval of Minutes, November 16, 2007 meeting

Two changes were made to the November 16, 2007 minutes: adding Ms. Lantz to the attendees and correcting language from the disciplinary case summary.

9:29:45 AM

Ms. McCament made a MOTION to approve the minutes as amended. Mr. Hardnett SECONDED and it was passed with a unanimous vote.

1.5. Review Communications

Mr. Vincent received notification from Will Thomas expressing concern over the pursuit of licensure by the Washington Chapter of American Institute of Building Designers (AIBD). Mr. Thomas is opposed to their current proposal.

Staff responded to Mr. Thomas to thank him for his comments and to inform him we are not aware of where the AIBD is in their effort to pursue a licensing program.

**2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations 9:36:12 AM**

Board and staff met with students at 12:00 p.m.

**CLOSED SESSION**

**3. Complaint / Investigations**

3.1. Files for review

**4. Legal Issues and / or Deliberation**

**OPEN SESSION**

**5. Disciplinary & Investigation Items**

5.1. Disciplinary Report

In regard to case number 2007-03-0400-00ARC, the Board has agreed to set aside the default order and allow the hearing or negotiate a settlement that would be proposed for the Board's consideration.

**Staff Assignment:** Ms. Stancil will formally serve all involved parties in the Mitchell case once Ms. Lantz forwards the necessary documents.

## 5.2. Disciplinary Case History Report

A report was provided to the Board for information and review.

## 6. Assistant Attorney General's Report 10:19:11 AM

The Auditor and Attorney General's offices have submitted bills in legislation affecting the Open Public Meetings Act. The proposed changes would impact executive and adjudicative sessions for Boards and Commissions; change the notification process for special meetings, which are defined as any meeting other than those set in statute; and raise the penalty for violation of the Open Public Meetings Act from \$100 to \$1000.

## 7. Committee Reports 10:34:02 AM

### 7.1. Procedures Committee

A summary report was provided in the packet for Board review.

A discussion was held regarding the issue of wet stamping.

Mr. Weber offered to draft a wet stamping policy to present to the board at the next meeting.

**Staff Assignment:** Staff will request information from NCARB about which states use wet stamping.

The Board discussed the modifications made to the application form and complimented staff.

**Board Assignment:** Mr. Nielsen would like the Procedures Committee to send a letter to graduate students at the University of Washington and Washington State University. This letter would talk to them about how to prepare for licensure and inform them of meetings we'll have at their campus.

### 7.2. Regulations Committee

No Business

### 7.3. Communications Committee

The Committee hopes to have all newsletter articles to staff by January 18<sup>th</sup>.

#### 7.4. Executive Committee

No Business

### 8. Board Executive's Report 11:35:18 AM

#### 8.1. Financial Report

Mr. Vincent gave the Board a financial update.

#### 8.2. Board / Staff Travel

##### 8.2.1. WCARB Regional Meeting – Englewood, Colorado March 26-29, 2008

Mr. Hardnett will attend the WCARB meeting as part of the Executive Committee. His travel will be paid for by WCARB.

**Staff Assignment:** Ms. Stancil will submit a request to send Mr. Vincent, Mr. Nielsen, and Mr. Farrell to the regional meeting paid for by the state. She will also check to see if Mr. Castro or Mr. Weber would like to attend and if so submit a request for them as well.

##### 8.2.2. WCARB's Upcoming Vacancies

An email sent by David Knauer, the Executive Director at WCARB, was provided in the Board packets. This email provided information about the vacancies WCARB will soon need to fill.

The Board feels we should be represented on a WCARB committee and suggested that someone apply for a vacant position.

**Staff Assignment:** Mr. Vincent will contact WCARB Region Director, David Knauer, regarding Mr. Nielsen's nomination for the Executive Committee.

#### 8.3. Other Items

##### 8.3.1. Statistics

Current licensing statistics were provided in the Board packets for information and review.

Mr. Vincent suggested we have a follow up disciplinary workshop to discuss the process of a complaint and/or disciplinary case and to discuss the Board member roles as case managers and the roles of the staff.

**Staff Assignment:** Staff will outline the role of a case manager in the disciplinary process and present to the Board.

### 9. Old Business 1:40:13 PM

### 9.1. Definition of Review

The American Institute of Architects (AIA) has proposed legislation which may be presented this legislative session. Their language includes a new definition of “review”.

The Board discussed the impact of the current language on the practice, specifically if an architect signs plans but won't be involved or have control of the plans during the length of the project. The current language restricts an architect from taking over plans in the middle of a project.

**Board Assignment:** The issue of “review” will go to the Regulations Committee for further discussion. They will draft a proposal for policy or rule to present to the board for approval.

Ms. McCament followed up with Washington Associations of Building Officials (WABO) and they will have representatives join us at our Board meeting in March. We will start the meeting the night before and discuss review, stamping and ask for feedback on the greenbook guidelines.

### 10. New Business 2:44:28 PM

No Business

### 11. Other Business 2:44:33 PM

#### 11.1. Action Items from this Meeting

Action items from this meeting will be added to the master list.

#### 11.2. Review Master Action Item List

The master action item list was provided in the Board packet for member review.

#### 11.3. Agenda Items for next Meeting

The Board needs to review the items that will be discussed at the WCARB meeting and make a motion to give the chair authority to vote on the Board's behalf.

#### 11.4. Any other business

No Business

### 12. Adjournment 2:46:06 PM